

March 29, 2006

Ruby Syska  
NW Kodiak Construction, LLC  
4664 Firwood Road  
Lake Oswego, OR 97035

## **NOTICE OF AWARD**

The Local Contract Review Board of the City of Tigard, at their meeting of March 28, 2006, awarded your firm the contract for:

**Highland Drive  
Storm Drainage Improvements & Asphaltic Concrete Overlay  
(from Summerfield Drive to 1,100' east)  
CIP ST 05-14**

Enclosed are two copies of the contract documents that are to be signed by you. Please return the signed contracts within ten days, together with the required performance and payment bonds, and certification of insurance. Please review the portions of the contract documents regarding bonding and insurance requirements.

In order to insure prompt payment our accounting department needs a current W-9 filed with the City. A copy of the form is enclosed for your convenience. Also, you are required to have either a Tigard Business Tax or a current Metro License.

No work shall start prior to receipt of the Notice to Proceed and attending the preconstruction conference. **Please contact Mike Mills at 503-718-2472, within ten days of the date of this letter, to schedule your preconstruction meeting.**

If you have any questions regarding the above information or agreement, bonding, and insurance requirements, please call.

Sincerely,

**Vannie T. Nguyen P.E.**  
Engineering Manager

Enclosures